Position Requirements Document Cover Sheet   **Position Number: 13921**

Classification: Management Analyst, NH-0343-II
Local Title:
Employing Office Location: Orlando, FL
Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)
              1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
              2nd Div: Business Operations Office
              3rd Div:
              4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Arthura Mae Hazelton
Title: Personnel Resources Manager

Signature: _____//S//_____   **Date:** _____**26 Feb 06**_____

Higher Supervisor or Manager: Robert L. Reyenga
Title: Business Operations Executive

Signature: _____//S//_____   **Date:** _____**1 Mar 06**_____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: James T. Blake
Title: Program Executive Officer

Signature: ___//S// Michael Lozano for_____   **Date:** _____**3 Mar 06**_____

FLSA:	**Exempt**	**BUS Code:**	**7777 CL: 1111**
Drug Test:		**Emergency Ess:**	
Key Position:		**OPM Functions Code:**	
Sensitivity:	**NCS**	**Status:**	**Competitive**
Reason for Submission:	**Revision**	**Subject to IA:**	
Previous PD Number:	**13085**	**Mobilization:**	
Envir. Diff:		**Career Prg ID:**	
Acq Posn Category:		**CAPL Number:**	
Acq Career Level:		**Acq Posn Type:**	
Acq Special Asgmt:		**Acq Prog Ind:**	
Career Spec – Primary:		**Career Spec – Sec:**	
Cont Job Site:		**Mobility:**	

Financial Disclosure: [ ] Public Financial   [ ] Confidential Financial
[ ] Supervisor   [ ] Manager   [X] Neither
Citation 1: OPM PCS Mgmt & Program Analysis Series, GS-343, Aug 90
Citation 2: Acquisition Demo Position Requirements Document

I.   Organization Information:

Position is located in the Business Operations Office (BOO) in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II.   Position Information:
Management Analyst, NH-0343-II.

III.   Duties:

Serves as a management analyst with responsibility for accomplishing those aspects of a manpower program concerned with the utilization of military and civilian manpower resources and for the mission and organization within assigned executive and Program Management offices of the organization.

Establishes and manages military and civilian manpower reporting systems; reviews higher headquarters and local directives pertaining to manpower accounting and advises on new/changed requirements. Maintains contact with higher echelons for interpretation of data and/or advises on functions that might warrant changes. Conducts studies of control systems of manpower data and recommends changes for more effective control. Develops automated worksheets, databases, methods and procedures for compilation, tabulation, presentation, and analysis of data for the preparation of reports. Advises PEO STRI staff on the interpretation and application of reporting instructions. Acts as PEO STRI primary source of statistical information/data regarding manpower utilization. Prepares and issues reporting instructions, establishes suspense controls. Provides direction and guidance to the field concerning authorization, budget, and financial accounting data pertaining to personnel resources.

Receives and reviews on a monthly basis manpower utilization data. Analyzes in terms of past performance, personnel forecasts, missions, workloads, manpower requirements, and trends. Analyzes reported manpower utilization with the Army Management Structure to include identifying trends in HQ, command and control, base support, and test missions. Determines validity of data and effects changes in data, as required. Develops and maintains graphic displays for presentations showing manpower utilization trends given to PEO STRI staff and higher HQ.

Accomplishes Table of Distribution and Allowance (TDA) reviews to determine compliance with staffing policies, economy of staffing and other provisions of the TAADS program. Maintains the PEO STRI staffing plan. Serves as the Enterprise Business Management System (EBMS) functional and administrative POC.

Serves as the PEO STRI subject matter expert on all issues related to Army doctrine and regulatory policy on issues regarding military personnel management, including evaluations, assignments, promotions, requisitions, and strength management. Monitors

and conducts split-based operations with Redstone Arsenal, AL, and Acquisition Support Center at Fort Belvoir, VA, for battalion level processing of eMILPO, Military Acquisition Position Listing (MAPL) validation, promotions, finance, reassignments, in/out processing, retirements, and ceremonies.

IV.   Factors:

Factor 1. Problem Solving Level II:

Plans and conducts functional technical activities for projects/ programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor 2. Teamwork/Cooperation Level II:

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor 3. Customer Relations Level II:

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/ expectations. Interacts independently with customers to communicate information and coordinate actions.

Factor 4. Leadership/Supervision Level II:

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor 5. Communication Level II

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor 6. Resource Management Level II

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources

to accomplish projects/programs within established schedules. Effectively accomplishes projects/programs goals within established resource guidelines.

Security Clearance and Travel Requirements:

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes

Knowledge of qualitative and quantitative techniques for conducting trend analysis studies, analyzing findings, making recommendations concerning effectiveness and efficiency of administrative and technique program.

Knowledge of mission, organization, and work processes of programs throughout the PEO and relationship of the administrative support activities.

Knowledge of manpower, personnel, and budget regulations and guidance as relates to assigned tasks.

Knowledge of military personnel management policies.

Ability to communicate orally and in writing in order to provide effective guidance to customers.

Skill in the input and retrieval of information and data using a personal computer.

Ability to plan, organize work and meet deadlines.